What is Symplicity?
• Symplicity is a web-based job bank and career services resource
• Symplicity lets you create a Portfolio to build an individual professional profile
• Symplicity lets you view and RSVP to upcoming Events and On Campus Recruiting
• Symplicity lets you access a Document Library with career-related handouts and other materials
• Symplicity lets you search for and review Job Postings including pro bono opportunities
• Symplicity lets you set an Job Search Agent to have Job Postings delivered directly to your email
• Symplicity lets you manage job application materials including resumes and cover letters

How do I access Symplicity?
• An email will be sent to your UMass email address with the link and log in information
• The link to Symplicity can also be found on the Career Services Office website
• Your Username and Password are the same that you use for your UMass email account
• You must complete your Profile - including current and permanent addresses - before starting
• First-year students will NOT have access to Job Postings on Symplicity prior to October 15

How do I sign up for a 1L resume review appointment?
• To sign up you first must have your resume uploaded (see above for instructions)
• Next, click on "Request a Counseling Appointment" on the right side of the homepage
• Select "Counseling: 1L Initial Resume Review" as the type, "60" as the length, "Leslie Becker Wilson" as the counselor, and click on "Check Availability" to select your preferred date and time

How do I get started on Symplicity?
• The first time that you access Symplicity you will have to fill out your Profile
• Upload your resume into Symplicity
  o Go to the “Documents” tab and click on “Documents”
  o Click “Add New”
  o Enter a label for your document
  o Click the “Browse” button and select your resume
  o Click “Submit”
• Create a professional profile in your Portfolio
  o Go to the “Documents” tab and click on “Portfolio”
  o Click on the “Edit” button
  o Fill in an appropriate professional summary
  o Select which documents (e.g., cover letter or resume) that you wish to make available
  o Check/Select which information from your profile you would like to include
  o Set “Public Portfolio” to “Yes” to create a custom external URL to enable sharing (once you select this option only enter into the box that appears your name or other identifier you wish to appear at the end of the URL)
  o Click “Save Changes”
  o Click the “Preview” button to preview the portfolio
• Create a Job Search Agent to have Job Postings delivered directly to you by email
  o Go to the “Job Postings” tab and click on “UMass Law Job Postings”
  o Click on “Advanced Search” link on the top right hand side of the page
  o Select the search criteria and click “Search”
  o Once you get the search results click on the “Saved Searches” link and name the search

How can I learn more about the features offered on Symplicity?
• For a general overview, please see the Student User Manual in the Document Library
• If you need further assistance, contact Natasha Ostrowski in the Career Services Office at nostrowski@umassd.edu or 508-985-1165